

Job Description
Missouri State Highway Patrol

Class Title: Assistant Director (Special Asst) - ISD

Title Code: V00905

Effective Date: 08/01/92

Date Reviewed: 07/26/04 CG

Date Revised: 12/27/04

Immediate Supervisor: Director, Information Systems Division

Position Supervised:

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is very responsible administrative work assisting in the management of the Information Systems Division.

An employee in this class is responsible for providing support to the Director of the division in planning, general management, technical development, standards development, hardware and software systems design, and implementation of electronic data processing systems. The work includes planning and directing the activities of a large staff of supervisory, professional, technical and support data processing personnel. The employee assists the Director in the formulation of guidelines, policies, procedures and standards for data processing and telecommunications installations. The work requires coordinating and determining priorities among several divisions and providing consultation services to a variety of users. The employee also assists the Director with the preparation of the division's budget and oversees accounts receivable/payable within the division. Considerable initiative and independence are exercised by an employee in this class in formulating and administering policies and procedures under general supervision of the Division Director.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides support to the Director in the areas of planning, administration and general management.

Assists the Director in formulating, writing, implementing and monitoring those activities related to the Division's responsibility for EDP standards development, hardware and software design and selection, and EDP policy development.

Provides data processing consultation services related to all activities associated with systems development and computer center operations management.

Administers the budget for the Information Systems Division.

Develops plans for the selection and use of personnel, hardware and software.

Provides administrative direction to a centralized computer center or large systems and programming unit with statewide data processing responsibilities and serving various State agencies; prepares standards and procedures relating to its daily operation and monitors them; directs the coordination of work flow within the unit; determines priorities of operation and directs procedures for special studies or unusual operations.

Coordinates with users to determine how data processing can best meet the information needs of departmental management.

Prepares a cost allocation plan to equitably charge user agencies for services provided if so required.

Directs initial and continuing systems analysis and related studies required to adapt EDP to the activities of the agency involved.

Maintains liaison with administrative personnel in the Office of Administration, other agencies, and with industry representatives in developing new or improved management procedures for effective utilization of EDP software and equipment.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the capabilities and effective utilization of electronic data processing equipment, other information processing equipment and current developments in this area.

Extensive knowledge of the concepts, characteristics and capabilities of large-scale computer operations.

Thorough knowledge of the concepts, characteristics and techniques of applications systems development.

Thorough knowledge of office and administrative procedures and the methods involved in their adaptation of data processing.

Thorough knowledge of the principles and practices of administration and supervision.

Considerable knowledge of the principles and techniques of planning and budget formulation.

Considerable knowledge of the preparation of decision items and fiscal notes.

Considerable knowledge of Form 5 development (legislative budget requests).

Considerable knowledge of research methodology including the use of statistics and data collection.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to plan, direct and supervise the work of supervisory, professional, technical and clerical personnel.

Ability to establish and maintain effective working relationships with others.

Ability to handle restricted and confidential information in a professional manner and maintain the

information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Six years of professional experience in data processing, systems analysis, or in closely related fields, of which at least four years must have been in a supervisory, administrative or consultative capacity; a Bachelor's degree in computer science or closely related disciplines. (Graduate work in an accredited college or university in the areas of computer science or closely related fields may be substituted on a year-for-year basis for the required general experience. Professional experience in data processing, systems analysis, or in closely related fields may be substituted on a year-for-year basis for the formal education requirement.)